



Republic of the Philippines  
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

## REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Meals to served during the PADYAK, TAKBO, LAKAD PARA SA KALUSUGAN AT KALIKASAN for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

Company Name

Date : **Apr 18, 2024**

PR No. : **2024-04-00724**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, April 24, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez

Engr. Michael N. Quizon, Jr.  
BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
  2. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
  3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	724	set(s)	BINALOT F1 Rice Adobong manok longganisa kamatis banana			
2	724	btl(s)	AB3 330ml mineral water			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

Printed Name/ Signature

Tel No./ Cellphone No.

Date

## TERMS OF REFERENCE

**Project Title:** **Supply and Delivery of Meals to be served during the PADYAK, TAKBO, LAKAD PARA SA KALUSUGAN AT KALIKASAN for 2024 in the City of San Fernando, Pampanga**

**Project Location:** **Heroes Hall, City of San Fernando, Pampanga**

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### **Background:**

**Former President Rodrigo Roa Duterte declares the 4<sup>th</sup> Sunday of November of every year as “National Bicycle Day”** in a bid to ensure ecological integrity and a clean and healthy environment.

In fact, **World Bicycle Day is observed every 3<sup>rd</sup> day on the month of June globally**, it is truly draws attention to the benefits of using the bicycle — a simple, affordable, clean and environmentally fit sustainable means of transportation. The bicycle contributes to cleaner air and less congestion and makes education, health care and other social services more accessible to the most vulnerable populations. A sustainable transport system that promotes economic growth, reduces inequalities while bolstering the fight against climate change is critical to achieving the sustainable development in our city.

Moreover, physical activities of moderate intensity – such as walking, cycling, or doing sports – has significant benefits for health. According to the World Health Organization (WHO), safe infrastructure for walking and cycling is also a pathway for achieving greater health equity. For the poorest urban sector, who often cannot afford private vehicles, walking and cycling can provide a form of transport while reducing the risk of heart disease, stroke, certain cancers, diabetes, and even death. Accordingly, improved active transport is not only healthy; it is also equitable and cost-effective.

Consequently, meeting the needs of people who walk and cycle continues to be a critical part of the mobility solution for helping cities de-couple population growth from increased emissions, and to improve air quality and road safety. The COVID-19 pandemic has also led many cities to rethink their transport systems.

### **OBJECTIVES**

- To promote a clean and green environment by using cycling and walking in reducing carbon emission and use of energy and use of energy and resources;
- To promote the concept of “slow street”, promoting the use of bicycle lane for pedestrians and cyclist which limits access to motor vehicle.

### **Budgetary Requirements:**

The Approved Budget for the **Supply and Delivery of Meals to be served during the PADYAK, TAKBO, LAKAD PARA SA KALUSUGAN AT KALIKASAN for 2024 in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2024-1421 is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **One hundred forty four thousand seventy six (Php144,076.00)**

### **Minimum Requirement for the Supplier**

1. The Supplier must ensure and follow the specifications indicated in the approved Purchase Request and Purchase Order

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**Project Location:** Heroes Hall, City of San Fernando, Pampanga

A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1.	set(s)	BINALOT F1 Rice Adobong manok longganisa kamatis banana	724	174.00	125,976.00
2.	btl(s)	AB3 330ml mineral water	724	25.00	18,100.00
					<b>SUBTOTAL: 6,000.00</b>

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services

#### **Deliverables by the Supplier and City Government**

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the required documents and arrangements being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily-available documents such as the conduct of post- audit
- e. Provide necessary and readily- available documents such as during the conduct of post- audit.
- f. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

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**Project Location:** Heroes Hall, City of San Fernando, Pampanga

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Prepared by:

  
**Maribeth B. Dizon**  
Designated Procurement Officer

Noted by:

  
**Reymundo M. Hipolito Jr.**  
Chief of Staff

Conforme:

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Signature above Printed Name/Date

**Note:** This TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project/program might be affected as well as the performance of the supplier/contractor.